

DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

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WHAT'S INSIDE THIS ISSUE

- Featured Contract (Competitive) . . . Page 2
 - Carbonless Paper
- Cooperative Contracts P3
- Procurement Card Notes P4
- Master Lease Purchase Series P5
- OPSCR Training Class P6
- BFM Notes – Order Cutoffs P6

September Newsletter

FEATURED CONTRACT

Carbonless Paper

Commodity: Carbonless Paper

Type of Contract: Competitive

Dates of Contract: August 1, 2021 – July 31, 2022

Vendor on Contract: Jackson Newell Paper

State Contract Number: 8200058272

Smart Contract Number: 1130-22-C-SWCT-00015

Vendor: Jackson Newell Paper

Supplier ID: 3100017732

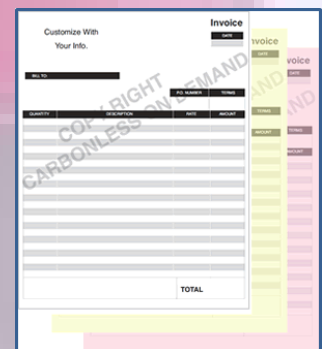
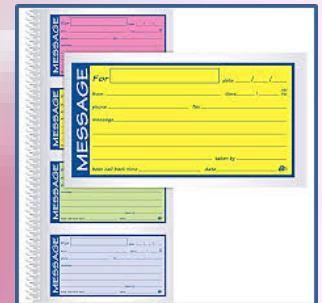
Contact and ordering information can be found on the last page of attachment, “Paper, Carbonless Contract _08012021”.

Contract Analyst: James Brabston, James.Brabston@dfa.ms.gov

Contract link: [DFA Carbonless Paper](#)

Contract Spend: \$9,231.90

**** Remember, State agencies **must** use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.*





Cooperative Contracts

The OPTFM has established contracts with numerous vendors through cooperative agreements.

A few of the cooperative contracts are listed below:

Athletic Equipment and Uniforms
Builders' Supplies
Equipment Rental
Paper Towels and Toilet Tissue
Small Package Delivery Service
Fire Trucks and Fire Apparatus

To view the entire listing of cooperative contracts, please visit the link below:

[OPTFM Cooperative Contracts](#)

For additional information or assistance with these contracts please contact Steve Tucker, 601-359-3107,
Stephen.Tucker@dfa.ms.gov.









BENEFITS OF USING A PROCUREMENT CARD (P-CARD)

Using your departmental or individual procurement card (p-card) for purchases less than \$5,000.00 can help your agency with its purchases in more than one way. The use of the p-card can help decrease the number of purchase orders and can also help your office become more effective and efficient with its purchasing procedures. One of the many things that you can use your p-card for is organization membership fees and conference/event registrations. When using your procurement card for conference registration fees, it is important to remember that any other travel related expenses specific to that conference, such as hotel expenses and airfare, are to be placed on the departmental or individual travel card. Also, if an individual will be attending an event hosted by a state university, those registration fees can be paid by using the state procurement card; however, those transactions will not go through until after the card has been opened to process that type of purchase. In those instances, contact the State Procurement Card Administrator, Yolanda Thurman, and the block will be lifted so the transaction can be processed.

If any other issues arise with your agency's departmental or individually assigned cards, please feel free to go to the Procurement Card Guidelines on OPTFM's website. You can also contact Yolanda Thurman, Procurement Card Administrator at Yolanda.Thurman@dfa.ms.gov, 601-359-2016; or Steve Tucker, Director of Marketing, Travel and Card Programs at Stephen.Tucker@dfa.ms.gov, 601-359-3107.



Improved working capital 	Delaying the payment of purchases for up to 45 days increases working capital
Enhanced expense management 	Automation of expense reconciliation processes provides more transaction data and better spend analysis
Employees refocused on value-added work 	Reduced overhead and administrative costs in an accounts payable department frees up resources for other priorities
Strengthened fraud monitoring capabilities 	Real-time online tools can improve account-level controls
Faster payment transactions 	Quicker payments can lead to preferred vendor status
Potential economic incentives 	P-cards provide the opportunity for revenue share in the form of a cash rebate back to the buying organization



Master Lease Purchase Series

Master Lease Purchase 2021A Series is being planned with financing for heavy road equipment.

If your agency has been contemplating lease-purchase of equipment, now would be a great time to join this financing deal to save on interest and financing costs for lease purchase transactions.

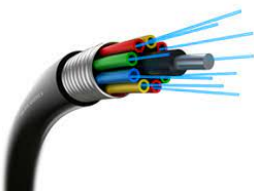
Remember, all competitive procurement processes still apply.

Items that qualify for such financing are listed below.

- vehicles including sedans, trucks, vans and buses
- farming and agriculture equipment and implements
- energy management equipment
- computer equipment including hardware and software
- printers, scanners and copiers
- modular office and classroom furniture
- portable radios and related hardware
- fiber optic cable systems
- telecommunication equipment
- equipment used in crime analysis
- aircraft
- research and medical equipment
- printing presses
- heavy road equipment
- modular buildings
- trailers



For more information, please visit the DFA website; Office of Purchasing, Travel and Fleet Management; Bureau of Purchasing and Contracting; Master Lease Purchase Program; <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/master-lease-purchase-program/> or contact Belinda Russell, Belinda.Russell@dfa.ms.gov or 601-359-5041.





OPSCR Overview and Updates Training

The DFA Office of Personal Service Contract Review will resume its Overview and Updates Training class on Friday, October 22 via Zoom at 8:30 am. The OPSCR Overview and Updates Class is an engaging and informative 1 day tutorial designed specifically for Mississippi state agency purchasing and procurement professionals. Participants learn about the DFA Office of Personal Service Contract Review, the Public Procurement Review Board, types of procurements, common mistakes in procuring service contracts, new statutory & regulatory requirements and best practices in an interactive video setting. The class will be held bimonthly and participants may sign up by sending an email to OPSCR Analyst Shandra Thompson, Shandra.Thompson@dfa.ms.gov.



GM Tahoe Updates

Due to high demand, the 2022MY PPV/SSV Police Tahoe (RPO 9C1 Tahoe Police Package and 5W4 Tahoe Special Service Vehicle) is at order cutoff for all order types, effective immediately. No 2022MY Tahoe PPPV or SSV orders will be accepted.

Additionally, 2022MY Tahoe (all non-PPV/SSV models) for FBC order type is at order cutoff effective immediately. No 2022MY Tahoe orders with FBC orders will be accepted.

